



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## OFFICE TECHNICIAN (TYPING)

**\$2,740 - \$3,429**

## HUMAN RESOURCES MANAGEMENT DIVISION SACRAMENTO

**RESPONSIBILITIES:** Under general supervision of the Division Chief (CEA), the Office Technician (T) regularly performs a variety of the more difficult clerical support staff duties that are often of a sensitive and confidential nature. Using a high degree of initiative, independence, responsibility, and originality supports the Personnel Operations Unit, Selections and Training Unit, Transactions Unit, and the Labor Relations Unit in the Human Resources Management Division. Incumbent assists in the mid-year budget review process and third quarter projections, and prepares statistical and narrative reports and memoranda as required to monitor HRMD's budgeted allotments and expenditures; responsible for HRMD's credit and Department of General Services' cards, reconciles monthly statements per Business Management Bureau guidelines and ensures accuracy of billing; responsible for the purchases of goods and services for HRMD, prepares Service Authorizations and purchase orders, obtains informal bids from vendors, reviews all invoices, and resolves discrepancies when needed. The incumbent must communicate effectively and work cooperatively with others; is the primary point of contact for the HRMD front reception window and HR main phone line. Incumbent is expected to work during HRMD's operational hours 8:00 AM to 5:00PM. **This position is designated Confidential.**

### DESIRABLE QUALIFICATIONS:

- Excellent computer skills and experience using Microsoft Word, Excel and Access, Common Spot, VPOS, Visio, Org Plus, Adobe Acrobat, PowerPoint, and Outlook.;
- Excellent interpersonal skills and ability to communicate effectively, orally and in writing (experience in working with the public is helpful);
- A high degree of initiative, a cooperative attitude and commitment to teamwork in a fast paced environment; and,
- Ability to follow oral and written instructions.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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qualifications of the classification and a Typing Certificate. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) and Typing Certificate will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Office Technician (Typing), PSN # 413-191-1139-xxx" ON THE STATE APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE: Monday, October 20, 2014 - Close of Business (5:00 p.m.)**

**NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

**If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.**

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